



City of Northampton, Massachusetts
Personnel Department
212 Main Street
Northampton, MA 01060

DON R. TERES
PERSONNEL DIRECTOR

413-586-6950
Ext. 258

PERSONNEL DEPARTMENT REGULATION

REVISED

NUMBER

600-4

JANUARY 2, 1996

HOLIDAYS

1. Policy

It is the policy of the City to compensate employees for holidays as defined under General unless otherwise specified under collective bargaining agreements.

2. General

A. The following days shall be considered to be paid holidays:

New Year's Day	One-half Day before Thanksgiving
Martin Luther King Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving Day
Patriots' Day	Last scheduled work day before
Memorial Day	Christmas
Independence Day	Christmas Day
Labor Day	One-half day before
Columbus Day	New Year's Day provided it is a
Veterans' Day	regular work day

B. Should the employer declare any other day a holiday or skeleton force day, the employees not required to work shall receive a regular day's pay. Employees required to work that day shall be granted a corresponding amount of time off with pay.

C. All employees on a forty hour week shall receive eight (8) hours pay at straight time rate for holiday pay; those on a thirty-five hour week shall received seven (7) hours pay.

D. If a holiday occurs within an employee's vacation period, the employee shall receive an additional day's vacation with pay.

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E. Any employee scheduled in advance to work on a holiday shall receive in addition to the regular holiday pay an amount equal to one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked, but in no case shall this be less than an amount equal to four (4) hours work at the above rate.

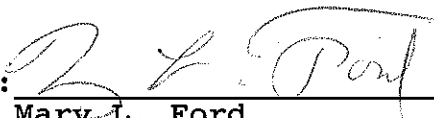
Employees who are scheduled to work within their normal hours on the day after Thanksgiving or last scheduled work day before Christmas shall not receive one and one-half pay but straight time compensatory time off to be taken at a mutually agreed to time. Work before or after the employee's normal starting and quitting time will be compensated at time and one-half (1 1/2).

F. An employee who is on an unpaid leave of absence will not be eligible for holiday pay.

G. An employee who is required to work on Thanksgiving or Christmas shall receive double pay.

Inquiries pertaining to this issuance should be directed to the Personnel Department.

Approved: _____


Mary L. Ford
Mayor


Donald R. Teres
Personnel Director

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